

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Captain

Please follow the specific application filing instructions at the bottom of this page!

Open To: DOC Employees Only

Location: North District Office – Suffield (2 positions)
South District Office – Cheshire (1 position)

Hours: 40 hours per week; 1st shift, Monday-Friday

Salary: \$71,722 - \$94,761 (Annually)

Closing Date: June 13, 2012

Minimum Qualifications:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws; considerable knowledge of policies and procedures utilized in correctional facilities; considerable knowledge of modern correctional methods and practices; considerable knowledge of standard security measures and appropriate methods of inmate discipline; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to accurately evaluate situations and make effective administrative and supervisory decisions; ability to utilize computer software; supervisory ability.

Eligibility Requirement:

To apply for the position of Correctional Captain, candidates must have applied for and passed the Correctional Captain exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently who have previously attained permanent status in the class may also apply.

Preferred Experience:

Candidates with the following experience, skills, and abilities will be given preference:

- Considerable knowledge of Administrative Directive 9.5 (Code of Penal Discipline)
- Considerable knowledge of and/or experience with the Disciplinary Hearing Process
- Experience conducting facility security audits
- Experience with the Disciplinary and Security Risk Groups Administrative Remedies process, including appeals
- Experience collaborating with outside law enforcement agencies and community based programs
- Considerable knowledge of facility emergency procedures
- Considerable knowledge of Administrative Directive 6.5 (Use of Force).
- Considerable knowledge of Post Planning and Staffing Allocations
- Extensive experience conducting Administrative Investigations and Initial Inquiries
- Experience as Facility Investigator or certification as an Investigator by the Security Division

Note: The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Interested current Department of Correction employees who meet the above requirements should submit a cover letter detailing how they meet the Preferred Experience, resume, and the last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://www.das.state.ct.us/HR/Forms/CT-HR-12> Application.pdf. Please submit your information to:

**Jim Faulkner, HR Specialist
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615
Email: james.faulkner@po.state.ct.us**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.